

# **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

Location: 222 Sheep Davis Road, Concord, NH  
Mailing Address: 10 Hazen Drive, Concord, NH 03305  
Telephone: 603-271-2661  
Toll Free: 1-800-371-4503  
Fax: 603-271-1091

## **MINUTES OF MEETING**

**January 16, 2003**

*(Approved February 6, 2003)*

Members Present: Ed Murdough, Stephen Judge, Robert Nelson, Ronald O'Keefe, Les Cartier, David Duquette, Stephen Carrier, Paul Fortier, John Hoglund, Joseph Butts, Corey Landry, Donald Bliss, Richard Mason.

Members Absent: John Stephen, Roger Hatfield, Peter Russell.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Heather Newland, Recording Secretary.

### **I. CALL TO ORDER**

**Item 1. Pledge of Allegiance to Flag.** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair Paul Fortier at 10:05 a.m. on Thursday, January 16, 2003 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

### **II. APPROVAL OF MINUTES**

**Item 1. December 5, 2002. Motion** was made by Commissioner O'Keefe, seconded by Commissioner Judge, to accept the Minutes of the December 5, 2002 Commission meeting with the following change as noted by Commissioner Duquette: Change the page numbers to read correctly as there are nine pages, not six as indicated. Motion passed unanimously.

### III. CHAIR'S REMARKS

Chair Fortier wished everyone a good morning and a Happy New Year. He said he hoped everyone had fun holidays.

### IV. COMMITTEE REPORTS

**Item 1. Emergency Medical Services Liaison.** Commissioner Duquette reported that the EMS Medial Coordinating Board is meeting at this time, therefore he has nothing new to report. Also, Chief Prentiss is attending that meeting so she is not available to report at this time.

Commissioner Judge said that he received an email from the Chief Medical Examiner, Dr. Andrew, who is in his office; and a Dr. Johnson from the Medical Control Board is suggesting that EMTs should be allowed to operate as assistant deputy medical examiners. Commissioner Judge asked Commissioner Duquette if he knew anything about that. Commissioner Duquette said he hadn't heard of that. Commissioner Judge noted that Dr. Andrews doesn't think that it's a good idea.

**Item 2. Curriculum Review.** Commissioner Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) Driver/Operator - Pumps:  
The first pilot took place the week of March 6, 2001 at the Fire Academy. The program was successful and we will be gearing up for a second pilot soon. Again, the aerial ladder portion will be initiated shortly.
- (b) Hazardous Materials - Operations:  
At this point it is up and running with a new 50-question written exam. Once the instructors are comfortable with the curriculum, it will work well.
- (c) Hazardous Materials - Technician:  
The trailer is proving to be a valuable asset and will be an on-going work in progress. Requests are coming in and we will be looking for more instructors soon.
- (d) Aircraft Rescue & Fire Fighting:  
The curriculum is ready to go; we have in hand some photographs from Manchester Airport to be added to the manual. We have had a number of firefighters complete the eight-hour recertification program thus far, which seems to be our bread and butter. Ted Starkweather is working on a possible 40-hour certification program in the Spring 2003.

(e) NFPA 1030 Series:

NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners was offered June 3 to 7, 2002 and was very successful. The next class is currently on going in Littleton as an evening class and is doing well. An Inspector II curriculum will be coming from Maryland for consideration soon.

NFPA 1033, Standard for Professional Qualifications for Fire Investigator and NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator are still in the Visiting Committee phase. We have been assured that, when the second Inspector I pilot is complete, the other committees will move forward.

(f) Rescue Series - Structural Collapse:

The curriculum is anticipated to be presented in the near future to the Commission utilizing the FEMA collapse building curriculum, a public domain program.

(g) Rescue Series - Confined Space:

The first pilot was scheduled and held in Franklin May 15 to 17, 2002. Reviews are good at this point and we are waiting to schedule a second pilot in the near future.

(h) Other:

(1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence awaiting Commission approval:

NFPA 1001, Standard for Fire Fighter Professional Qualifications (2002 edition)

NFPA 1021, Standard for Fire Officer Professional Qualifications (2002 edition)

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (2002 edition)

(2) We will be meeting with Chief Nelson and Paul Leary in regards to NFPA 1051, Wildland Firefighter Professional Qualifications, on January 21, 2003 to come on board as a certification program.

Commissioner Duquette stated that, in the future, he will try to put a timeline on curriculum development so that the Visiting Committees don't go on for months.

Commissioner Duquette reported that they should have presentations ready for the February Commission meeting on Confined Space.

**Item 3. Fire Marshal's Office.** Director Bliss reported on the following items:

- (a) The Fire Marshal's Office and the Office of Emergency Management have merged. They are now one Division, the Division of Fire Safety & Emergency Management, under the Department of Safety.
- (b) Bill Degnan's position has been reclassified and promoted to the position of Assistant Director, which carries the title of Deputy State Fire Marshal.
- (c) Patty Milligan, their computer data entry person, and Investigator Tom Norton have retired. Chris Wyman, who was working part-time previously, has been hired for Tom's position.
- (d) A Life Safety Code training program was held here at the Fire Academy recently, and was a good three-day program. That was as a result of the recent revisions to the State Fire Codes.
- (e) The State Building Code went into effect on September 14, 2002, with the International Building Code. The NH Fire Chiefs Association worked with his office and were able to convince the Building Code Review Board committee that there need to be some amendments and changes to the International Building Code.

Commissioner Hoglund asked Director Bliss to review the changes to the Life Safety Code and the State Building Code. Director Bliss explained that the Building Code issue is switching from the BOCA building code to the International Building Code. The most significant issue there from a fire service standpoint was the change to the height and area limitations, which gave much more leniency and allowed for bigger buildings with less fire protection. From an enforcement standpoint there is now a single statewide code that local building officials can enforce. But local communities can still adopt more restrictive rules if they wish to do so. The Life Safety Code changes include criteria for performance-based designs. Typically the updates in the Life Safety Code affect those occupancies types that are in dynamic change because of the nature of the occupancy. For example, there are not a lot of changes in schools or in places of assembly or in office occupancies. There are big changes in health care.

- (f) Emergency Management's Homeland Security received a supplemental appropriation through the Federal Emergency Management Agency; in the next week or two they will be releasing applications for planning money, which is about \$457, 000 that can be distributed to local governments so they can update their local emergency response plans particularly with regard to terrorism.
- (g) They also received supplemental US Department of Justice money to continue with the State's three-year anti-terrorism equipment and training plan. They have purchased seven of nine decontamination trailers; four of those have already been received

and have been distributed to regional hazardous materials teams. The other part of that is the funding for EMS units and local law enforcement for splash suits and respirators for the first responder (police, ambulance, and hospitals). That is in accordance with the recommendations of the NH Anti-Terrorism Task Force.

- (h) As far as other monies, they are still waiting for Congress to pass the Fiscal Year 2003 budget. That is where the President and the Congress have been promising they will be seeing some real hard dollars for training, equipment, and EOC construction.
- (i) The Governor's Commission on Preparedness & Security has published its update report which is available on the FMOs website. Basically what they did was go down through the 75 or so recommendations the Commission had originally published back in November 2001, and identified where they stand in regard to progress on that. The significant issues that still remain are continued training and equipment for first responders, communications and inter-operability, continuing to expand the State's public health network in bio-terrorism response, and expanding the State's hazardous materials teams and use of incident command more broadly for all types of incidents. The Commission went out of business as of December 31, 2002 and its work has been picked up by the newly created Advisory Council on Emergency Preparedness & Security, which Commissioner Landry represents this Commission on.
- (j) On January 29, 2003, the White House Office on Homeland Security, along with the Department of Justice, FEMA, and the Naval Post-Graduate School will be providing a first ever high level briefing for the Governor, the Governor's staff, and key agency department heads on what is expected of the Governor and staff and the State, and how we can work more closely with regard to homeland security. New Hampshire is being piloted for that program.
- (k) They are in the middle of updating the State's emergency operations plan. They have a consultant under a federal grant brought in to update that.
- (l) They are also in the preliminary design phase for a new facility for the Division, which will include a state-of-the-art emergency operations center.
- (m) They are expanding field representatives program as they have been limited in their resource capabilities; now they have cars and cell phones, and they are adding some positions in that area. They have 78 communities that will be awarded funding to purchase emergency generators.
- (n) Commissioner Duquette asked about the incident reporting system changes. Director Bliss reported that it is already done. They have

- offered the software package free of charge to any community that wants it. Anyone is interested in that should contact Rob Farley.
- (o) Commissioner O'Keefe asked about some funding being held back. Director Bliss stated that for years communities have received funding from Seabrook for equipment acquisition. It was an incredibly mismatched hit or miss program. They have asked Seabrook to fund a long-term communications plan and base acquisitions on that plan. For the next few months they are holding off on any type of funding. Commissioner O'Keefe said that some of the communities have relied on some of the funding to pay for some of their communications, and their budgets have already been enacted. Director Bliss said it should not be affecting day-to-day operations.

**Item 4. Forest Protection Bureau.** Commissioner Nelson reported on the following items:

- (a) The second Ranger position is on hold at this point as the Governor executed an order for a hiring freeze. The hiring freeze doesn't include law enforcement; however, with the eight percent budget reductions they don't know that they will be able to fill the position.
- (b) They have two current Volunteer Fire Assistance (VFA) grant processes that are working in the State right now.
- (1) Sent letter December 2001 to 30 communities to receive this VFA grant. Wildland fires out west were raging and due to financial issues, they rescinded all money that was not in the hands of the states at that time to meet their budgetary obligations with those wildland fires. They are working with the Office of Emergency Management because he does have a grant from them that does some similar things that they might be able to meet those obligations. However, they are holding those funds in abeyance as they are hopeful that the federal government will come through to meet the obligations.
- (2) Letters have not been sent out yet for the successful applicants for the most recent round. We have no federal allocations at this time. They don't want communities to spend money they may not receive. He hopes to have the letters out by the end of January.
- (c) As noted in the last few lines of Curriculum Status Report, the Division was looking to meet with the Fire Academy staff on more officer training in wildland fire courses; that meeting has now been scheduled for 1:00 p.m. on January 21.
- (d) He was at a National Fire Supervisors Meeting last week and some of the discussion was on a need for better information and better

- fire reporting, trying to get fire reporting done in a non-paperwork area. Now, the Division of Forests & Lands requires one report so they can cost share with the communities in fire suppression.
- (e) At the Federation of Fire Mutual Aids meeting he attended last night, it was discussed that EMS is looking at doing a questionnaire. The Fire Marshal's Office does a questionnaire once every five years. And there may be some other questionnaires going out. He feels that he needs to be asking some questions from the wildland fire standpoint. He suggested that they try combining those three questionnaires and sharing the information. Chair Fortier stated that it would be advantageous to all the groups to combine the questionnaires.
  - (f) Pocket planners are in.

**Item 5. Rapid Intervention Teams (RIT).** Commissioner Cartier reported that he approached a member of the National Fire Protection Association (NFPA) with what we want to do with our RIT program; he gave Commissioner Cartier some direction on that with an individual's name. Director Mason knows that person, so Commissioner Cartier will contact him for more guidance.

**Item 6. NFPA Standards 1031-1033-1035.** Commissioner Hatfield was absent. NFPA Standards 1031, 1033, and 1035 were addressed in the Curriculum Status Report.

**Item 7. Emergency Preparedness and Security.** Addressed in the Fire Marshal's Office report.

## **V. REPORT OF THE DIRECTOR**

**Item 1. Director's Report #67** covered the following subjects: (1) Rules, (2) SCBA Maze Trailer, (3) NHAFC Annual Meeting, (4) Committee of Merit, (5) Dormitory, (6) National Fire Academy, (7) Fire Act Grants, (8) Dept. of Safety Grant Writer, (9) Safety & Health of NH Annual Conference, and (10) Fort Knox.

Director Mason also noted the following on those subjects:

- (1) After some discussion the proposed PART Fire 703 TRANSFERS was changed to read as follows:

*Fire 703.01 Transfers. Full-time personnel meeting Fire 101.17 and employed by a New Hampshire fire department defined in Fire 101.15 shall be allowed to transfer employment to another fire*

*department. Said hiring shall meet Fire 701.01 (a), 701.01 (b), 701.01 (d), 701.01 (f), and 701.02.*

*Fire 703.02 Layoffs. Full-time personnel meeting Fire 101.17 and employed by a New Hampshire fire department defined in Fire 101.15 who have been placed in lay-off status due to a reduction in force shall be afforded the opportunity to re-enter full-time firefighter status within one year of the date of said lay-off. During said year, the individual will be allowed the same entitlements as outlined in Fire 703.01.*

**Motion** by Commissioner Judge, seconded by Commissioner Duquette, to allow someone who is a full-time firefighter who has met 701.02 who has been laid off as a result of reduction in force within a year being able to be hired by a department without having to repeat the requirements of 701.02; as well as the proposal drafted in 703.01, which is before all the Commission members as they meet here today. Motion passed unanimously.

- (7) The FEMA regions have been given permission just recently to start with the workshops on the Fire Grant Act. Therefore, workshops are scheduled as follows: On February 17 we will be meeting in the north country probably in Lancaster, on February 18 in the daytime at the Fire Academy, on February 18 at night in the west probably in the Plainfield/Meriden area, and on February 19 at night probably at UNH.

Other items discussed were:

- (11) Director Mason noted that there is a copy of a letter in each Commission member's packet from Ronny Coleman, Chairman of the Commission on Fire Accreditation International, advising Director Mason that he has been appointed a member of the nine-person Chief Fire Officer Designation Commission. Director Mason stated that he really believes in this. His first meeting is to be held in Jersey City.
- (12) Director Mason has discussed the hiring situation with Commissioner Flynn. We have dedicated funding and the hiring freeze Executive Order specifies General Fund positions. We are ready to hire two secretaries, one at EMS in Berlin and one to replace Wanda Botticello who was promoted to EMS Executive Secretary, and the EMS Trauma Coordinator. We hope to have them filled soon.
- (13) Director Mason asked everyone to remove any personal information they have in their Commission notebooks. We will be



- updating those notebooks as the Administrative Rules have changed and there are updates to the laws.
- (14) Creative Optics is a company in Bedford that does augmented virtual reality, which means you can see behind things. They are ready to market it. Director Mason will go down to see it within the next few weeks, and we will work with them. They are looking at a Summer 2003 ribbon cutting with Senators Gregg and Sununu.
  - (15) We are redistricting the Field Captains, and there will be more information on that later. We are trying to make it more manageable.
  - (16) Classroom 3 will be set up as office space soon. We are outgrowing the building again. This will be temporary until the facility for the Fire Marshal's Division is done.
  - (17) Chief McPherson and Captain Phillips are working with Northeast Audio Visual (NEAV) on systems in all the classrooms. The Dry Lab, Classroom 1, Classroom 2, the ARFF Classroom, and the Auditorium will have suspended mounted projectors. We had oak podiums built that were home designed to meet the needs. If you don't want it, it can be unplugged and wheeled into the closet. Total cost is approximately \$60,000. NEAV is doing a real good job.
  - (18) At the ARFF building right now there is about \$100,000 of EMS equipment that's going out in the field for training. We have also ordered them five cars, one for each of their offices.
  - (19) We just finished the Strategic Planning session. We have a staff meeting scheduled for February 3 to discuss it. Next month the final report will be ready for the Commission members. Several people on the Commission assisted us with that; Director Mason stated that he appreciated the assistance. He thinks things are going in a real good direction.

## **VI. OLD BUSINESS**

**Item 1. Entrance Exams.** Commissioner Judge reported that they are in the process of getting releases from the people who are under investigation for the entrance exam situation.

**Item 2. C2F2 Visiting Committee.** Commissioner Murdough reported that 31 people volunteered for the C2F2 Visiting Committee. They will all be invited, as well as all members of the Commission, to the meeting, which is an intensive two-day session planned here sometime in February. It will require commitment from people to actually participate for the entire session, which will include an evening session. Letters will

be sent out in the next few weeks; Commissioner Murdough will talk with Director Mason to have that happen.

**Item 3. DRED Administrative Rules.** Commissioner Nelson gave an update on the Department of Environmental Services (DES) Air Resources Division Rules Administrative Rules. The Division of Forests & Lands did submit several comments on that, and they have requested a written response from DES that (1) they received the comments and (2) what actions they may be taking regarding those comments.

## **VII. NEW BUSINESS**

**Item 1. EMTSCB Reappointment.** Commissioner Duquette stated that he is up for reappointment to the Emergency Medical and Trauma Services Coordinating Board representing this Commission.

**Motion** by Director Bliss, seconded by Commissioner Cartier, to reappoint Commissioner Duquette as the Commission's representative to the Emergency Medical and Trauma Services Coordinating Board. Motion passed unanimously.

**Item 2. Computer-Driven Fire Simulators.** Commissioner Nelson reported that they are finalizing the purchase of several computer-driven fire simulators, which they are willing to share.

**Item 3. Federation of Fire Mutual Aids.** Commissioner Nelson reported that last night (January 15, 2003) at the Federation of Fire Mutual Aids meeting, Doug Aiken presented a draft copy of a map of the State of New Hampshire showing the different mutual aid groups and the communities that are associated with those mutual aid groups. It is a draft copy only, and there may be errors. By that map, there are very few communities in the State that are not covered by a mutual aid system.

## **VIII. RETREAT ITEM DISCUSSION**

**Item 1. Instructor Quality Control.** Commissioner Butts reported that the Division has been working on written objectives for a new position, a drill yard supervisor, for the training grounds. They have already come up with the objectives. They have set themselves a very short period of time to get this done. They are currently outlining the duties for that position, and that will have a lot to do with the quality control of the instructors. He asked that the report on Instructor Quality Control be

put off until the March 6, 2003 Commission meeting. Chair Fortier agreed that the report may wait.

## **IX. GOOD OF THE ORDER**

**Item 1. Chief Ron Stowers Retired.** Commissioner O'Keefe announced that Chief Ron Stowers of the Derry Fire Department retired, and they are having a dinner for him on Friday, February 7, 2003.

**Item 2. Director Mason Health Updates.** Director Mason expressed his appreciation for those who have asked on numerous occasions the status of his wife. Monday will be chemo session #4. Things are going very, very well.

Director Mason reported that he had an MRI of his knee this morning, so he should know the status next Wednesday.

**Item 3. Fire Incident in Portsmouth.** Commissioner Nelson reported that they had a significant fire at the maintenance barn at the Urban Forestry Center in Portsmouth the end of last year. For Director Bryce and Commissioner Nelson's staff, he publicly thanked State Fire Marshal's Office for their good services out there, and especially the City of Portsmouth. They made a great save. They did lose the barn, but saved the rest.

**Item 4. Corned Beef Dinner.** Commissioner Butts announced that the Corned Beef Dinner put on by the Manchester Fire Department will be held on Thursday, March 13, 2003. Brent Lemire will have tickets on sale shortly and they will be \$20 each.

## **X. ADJOURNMENT**

***Motion*** made by Commissioner Cartier, seconded by Commissioner Landry, to adjourn at 11:50 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director